

# WE ARE HIRING

WE BELIEVE IN OUR SCHOOLS  
WE BELIEVE IN YOU



With 50 schools, over 22,000 students and more than 3,000 employees, the Simcoe Muskoka Catholic District School Board (SMCDSB) is an education community bound together by our beliefs. Our facilities are located in some of the most beautiful natural settings in the province. Our Board encompasses a large and dynamic mixture of urban centers, small towns and rural areas throughout Central Ontario. From Tottenham and Bradford West Gwillimbury to Parry Sound and Huntsville, from Collingwood and Midland to Barrie and Orillia, we are focused on enhancing the educational and spiritual development of our students. We offer excellent programs, resources and supports so that students are provided with every opportunity to reach their future goals and aspirations.

## Superintendent of Education

Based in our Academic Services headquarters in Barrie, Ontario, the position is responsible for providing Catholic faith-filled leadership in both local and system-wide initiatives. Working as one of the members of the senior leadership team, the successful candidate will assist in setting strategic and operational directions for the Board, including academic, program, curriculum and support services; providing ongoing supervision, support and direction to assigned staff and setting service directions for schools. The position will require the successful candidate to:

- Work in a collaborative leadership model with other members of the Educational Leadership Council to develop and implement on-going Catholic academic curriculum and programming needs.
- Work in a constructive and active leadership role as a member of the Board's senior leadership team.
- Manage all aspects of the assigned community of schools and central portfolios, as assigned.
- Manage system budgets, ensuring due diligence and fiscal accountability.
- Participate as a member of the leadership team in labour and employee relations matters, such as contract negotiations and Labour-Management Committees.
- Represent the Board with community agencies and partners with full autonomy and responsibility for the role, as well as serving as a resource to appropriate Board committees.
- Respond to and resolve any number of highly sensitive issues on behalf of the Board using constructive conflict resolution skills.
- Develop and implement portfolio specific policies and procedures to ensure continuous improvement of services and efficient program delivery.
- Manage organizational risk and ensure compliance with legislative requirements.
- Provide program analysis using effective and efficient research and planning principles.
- Prepare and present reports to the Board of Trustees, as required by the Director of Education.

### Required Skills and Qualifications:

- Ontario Supervisory Officer's Qualifications.
- Ontario College of Teachers Certificate of Registration and Certificate of Qualifications.
- Certified Specialist in Religious Education.
- Current Pastoral Letter of Reference.
- Minimum of 5 to 7 years leadership experience in an educational environment; experience in either elementary and/or secondary panels.
- Proven experience in dealing constructively with a variety of leadership, supervisory, employee and labour relations matters.
- Experience working constructively with parents, child advocates, and government officials.
- Ability to recommend and co-ordinate system priorities to align with government initiatives and legislative requirements.
- Proven experience in leading large teams, providing ongoing supervision/support to staff using participatory and collaborative principles.
- Strong budgetary and financial accountability skills.
- Excellent communication, presentation and computer skills.
- Superior interpersonal skills exhibiting confidentiality, diplomacy, negotiation, conflict resolution and issue-based problem solving techniques.
- Must have a valid driver's license, access to vehicle and be able to travel.

Interested candidates must forward in confidence, a cover letter, resume and supporting documentation to [hr@smcdsb.on.ca](mailto:hr@smcdsb.on.ca) by Friday, June 28, 2019 at 4:00pm. Please quote job posting number 265/1819 in the subject line.

Accessibility accommodations are available for all parts of the recruitment process upon request. Accommodation queries should be directed to the Human Resources Department at [edrobot@smcdsb.on.ca](mailto:edrobot@smcdsb.on.ca) or  [\(705\) 722-3555 ext. 233](tel:(705)722-3555).

Only those candidates selected for an interview will be contacted.

**As a condition of employment, new employees to SMCDSB are required, by legislation, to submit a satisfactory Criminal Background Check with Vulnerable Sector Screening.**

**THE BOARD IS AN EQUAL OPPORTUNITY EMPLOYER**

Brian Beal  
Director of Education & Secretary Treasurer

Carol Corriveau-Truchon  
Chair, Board of Trustees



**Our Mission**

Our inclusive Catholic learning community is dedicated to excellence.  
We give witness to the teachings of Jesus Christ, as we journey in faith and learning,  
to develop the God-given abilities of each person.

**Our Vision**

Nurturing faith, illuminating minds, inspiring hearts, and empowering hands ~  
we are working together to transform our world.

